eBenefits Instructions

What is eBenefits?	An Internet and Intranet based system that allows you to: • Make changes to your benefits • View your choices immediately for accuracy • Print a confirmation statement eBenefits is available during the entire Open Enrollment period (May 19 through May 30, 2014). **You must submit your benefit elections by May 30, 2014.**
How to access eBenefits	**If you need assistance accessing eBenefits, please contact the Help Desk at (909) 884-4884.**
	Sign on from a County Computer (Intranet) or from home (Internet) 1) Go to the EMACS Sign-In Page, https://emacsapp.sbcounty.gov 2) Enter your User ID and Password : 3) Enter your 5 or 6 digit Employee (EE) ID Number (e.g. B1234) 4) If your EE ID number starts with a number, replace the first number with the letter "X" 5) Click the "Sign In" button
Add Dependents	**This page allows you to add dependents to a list you will have available to select from once you are ready to make your medical election.** *Please note:* This screen does not enroll dependents in applicable benefit plans. If you are enrolling, dis-enrolling, or changing status, please proceed to the "Enrollment Process" section of these instructions. **Click on *Self Service>Benefits>Dependent/Beneficiary Summary*** Review the listing of dependents you have to choose from. **Edit information on an existing dependent** • Click on the name and then "Edit" • Edit information as necessary then click "Save" • Click "OK" • Click to go back to the *Dependent/Beneficiary Summary* page **To add a dependent who is not listed** • Click on *"Add a dependent or beneficiary"* and enter the required information. • Click "Save" and then click "OK". • Click "Return to Dependent/Beneficiary Summary" to go back to the summary page **For dependents who are disabled**, you must complete the Disabled Dependent Certification.
Enrollment Process	**Starts the enrollment process and allows you to view and make changes to your current plans.** Click on *Self-Service>Benefits>Benefits Enrollment* **Benefits Enrollment page** • Click "Info" for general information • Click "Select" to begin the enrollment process • Review the information provided on the Section 125 Premium Conversion Plan, which explains tax options • Click "OK" **Enrollment Summary Page** • Review your current benefit elections • Click "Edit" to view and make changes as necessary

	MEDICAL	DECLINE COVERAGE
What you need to know/do	View plan choice, premiums, and make changes	Decline participation in County medical plan
To enroll	Click the button next to the plan name. To enroll dependents, check the "**Enroll**" box next to each dependent's name	Click the "**Edit**" button next to the plan name
Additional steps		From among the plan choices, select *Decline Coverage*.
Store	Click "**Store**" to hold your choices. Click "**OK**" to return to *Enrollment Summary*	
Save	On the Enrollment Summary page, click **"Submit"** to finalize and submit your election.	
Finalize and SUBMIT Open Enrollment Elections	Review your benefit elections on the Enrollment Summary page. Estimates of the biweekly premiums for new elections are displayed at the bottom of this page • Click "Submit" after reviewing your benefit elections to access the *Submit Benefit Choices* page • Read the terms and conditions. Click "Submit" to finalize your benefit elections, which constitutes your signature • Print the *Submit Confirmation* page and retain it for future reference. • Click "OK" on the *Submit Confirmation* page to return to the *Benefits Enrollment* page • Click "Sign Out" in the upper right hand corner of the page to exit eBenefits **NOTE:** You may review or change your benefit elections in eBenefits until the Open Enrollment deadline at midnight May 30, 2014	
Need Further Assistance?	• Contact the Help Desk at (909) 884-4884 for technical assistance. Your call will be logged and a representative will contact you. Calls received after 5:00 p.m. or on weekends will be returned the next business day. • Contact EBSD at (909) 387-5787	